



Administrative Officer I, Resources Agency Open Examination

Department:	California Conservation Corps
Opening Date:	05/23/17
Type of Exam:	Open, Multi-Departmental
Monthly Salary:	Range A \$3,736 - \$4,612 Range B \$4,479 - \$5,544
Location:	Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (MQs) as stated on this bulletin may apply for and take this Training and Experience Self-Assessment examination. The link to the exam will be e-mailed to qualified applicants after the established cut-off date, so please ensure you have a valid e-mail address listed on your application.

CONTINUOUS FILING

Applications will be accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

Cut-off (final filing) dates are scheduled and announced periodically with adequate time for applicants to submit an application. The last cut-off date was **January 25, 2019.**

HOW TO APPLY

Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Please include **Administrative Officer I Exam** on the front page of the application.

File by mail or
in person:

California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either logging into your Cal Career account at <http://www.jobs.ca.gov>, and printing a copy of your application on file, or by completing and printing a STD 678 (found here: <https://www.jobs.ca.gov/pdf/std678.pdf>). Send your completed application to the address above. Please make sure to sign your application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, contact the CCC Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hard of hearing at (800) 735-2929 for TTY phones or at (800) 735-2922 from voice phones.

TYPE OF EXAMINATION

This is an open, multi-departmental, statewide examination. Veterans' preference will be granted.

TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is **18 months**. Once you have taken and passed this examination, you may not re-take for 18 months. Candidates will have **24 months** of eligibility.

THE POSITION

This is the entry and working supervisory level in this series. Incumbents are responsible for either: (1) planning, organizing, and directing the administrative and staff services functions in a division, office, region, district, or one of the largest area offices; or (2) assisting a higher-level administrator in planning, organizing, directing, and controlling two or more administrative staff functions in a large district or in a division. Incumbents in this class typically direct and train clerical and technical staff performing administrative service duties, such as clerical office support, dispatching, personnel, business services, concession/contract preparation, or accounting; and may personally perform the professional administrative functions.

POSITIONS

Positions exist statewide with various Resources Agencies.

EXAMINATION INFORMATION

Training and Experience Self-Assessment Weighted 100%

The examination will consist of a Training and Experience self-assessment and is the sole component of the examination. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT COMPLETE THE SELF-ASSESSMENT WILL BE ELIMINATED FROM THE EXAM.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

If you are using either Pattern II or III to meet the MQs, you must submit official school transcripts with your application. Candidates unable to obtain official transcripts before the cut-off (final filing) date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

Experience: One year of experience in the California state service performing duties at a level of responsibility equivalent to that of a Regional Administrative Technician or Management Services Technician, Range B. (Applicants who have completed six months of this service will be admitted to the examination, but they must satisfactorily complete one year of experience to be eligible for appointment.).

Or II

Experience: Two years of experience in the California state service performing duties at a level of responsibility equivalent to an Office Services Supervisor or Office Technician. **And**

Education: Thirty semester or forty-five quarter units of college courses in public or business administration, accounting, economics, statistics, or a closely related field.

MINIMUM QUALIFICATIONS (Cont'd)

Or III

Experience: One year of technical experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have been performing duties at the level of responsibility not less than that of a Management Services Technician, Range B.) **And**

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations
3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
4. Principles and practices of general business management.
5. Modern office methods, forms, and equipment
6. Buildings management.
7. Purchasing principles and practices
8. Laws, rules, and regulations governing administrative practices in the California state service
9. Principles of accident prevention and safety practices
10. Public information channels and methods.
11. Organization and functions of the Resources Agency.

B. Ability to:

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems
3. Analyze situations accurately and take effective action.
4. Plan, organize, and direct the work of others.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
6. Reflect management's position on collective bargaining issues.
7. Develop and maintain cooperative and harmonious working relationships.
8. Communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibility.

ELIGIBLE LIST INFORMATION

An open eligible list will be established and used to fill vacancies by multiple state agencies statewide. The names of successful candidates will be merged onto the eligible list in order of final score, regardless of testing date. A competitor's eligibility will expire 24 months after it is established unless the needs and service of the conditions warrant a change in this period. Candidates may re-take the examination to re-establish eligibility after 18 months.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst, at (916) 341-3140 or by email at donna.tritt@ccc.ca.gov.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

State applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at www.jobs.ca.gov, or at www.ccc.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible lists are established by competitive examination, regardless of date, and must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Updated 1/30/19